

Uploading a Creditor Matrix

A creditor matrix contains the names and addresses of the debtor's creditors. This information is used for noticing and also for claims information, when applicable. The creditor matrix must be in an ASCII text format, usually a .txt file, before it can be successfully uploaded. Refer to the procedure, *How to Convert a Creditor Matrix to a .txt File*. **All other file types within CM/ECF will be portable document format (PDF) files.**

Note: Please check the matrix for errors using the Creditor Matrix Program before uploading the file. The procedure for uploading the creditors .txt file is described below.

- Step 1** After accessing the CM/ECF system, click on the **Bankruptcy** hypertext link.
- Step 2** The **Bankruptcy Events** screen displays.
- Click on the **Creditor Maintenance** hyperlink.
- Step 3** The **Creditor Maintenance** screen displays (See Figure 6-1).

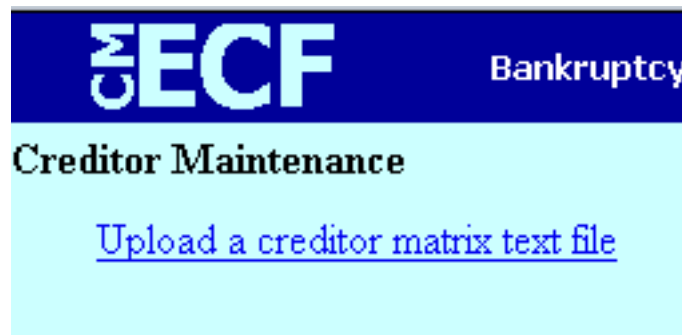


Figure 6-1

- Click on **Upload a Creditor Matrix File** hyperlink.
- Step 4** The **Upload a File** screen appears (See Figure 6-2).

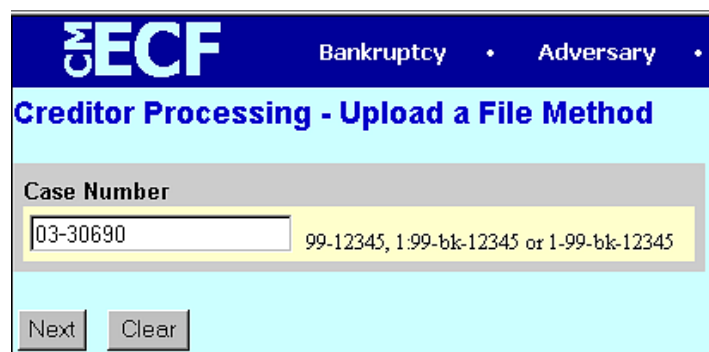


Figure 6-2

- Enter the case number in *yy-nnnnn* format, **including the hyphen**.

Note: If the system indicates that you have entered an invalid case number, click the browser's **[Back]** button and enter the correct number.

- Click **[Next]**.

Step 5 The **Load Creditor Information** screen appears (See Figure 6-3).

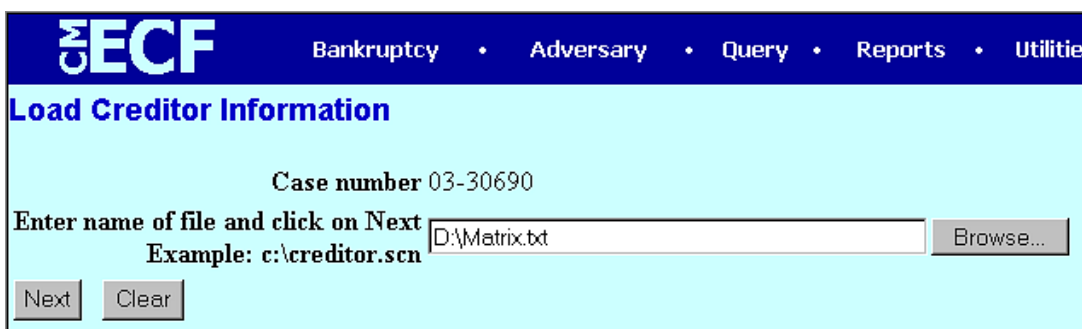


Figure 6-3

Use the **Browse** feature to navigate to the appropriate directory and file of the creditor matrix file. To do this:

- Click on the **[Browse]** button to display the **File Upload** screen.
- Click on the **Look In** box and select the appropriate drive name.
- Change **Files of types** to *Text (*.txt)* or *All Files*.
- Highlight the appropriate text file with a click of the mouse.
- For quality assurance, right-click and select **Open** from the pick-list that is displayed (See Figure 6-4).

Verify that this is the correct matrix file for this case. Close or minimize the text file by clicking on **X** in the upper right-hand corner.

- If correct, double-click the file to select it or click on the **[Open]** button to attach the matrix file to the bankruptcy case.
- Click **[Next]**.

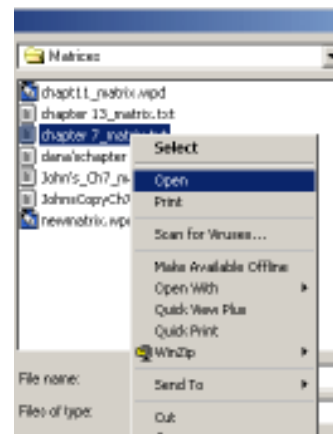


Figure 6-4

Step 6 The **Total Creditors Entered** screen appears (See Figure 6-5).

- If the total number of creditors entered is not the same as the total number of creditors on the submitted matrix, click the browser's **[Back]** button and research the error.
- If the total number of creditors displayed is correct, click **[Submit]**.

Step 7 The **Creditor Receipt** screen appears (See Figure 6-6).

- The information displayed confirms the number of creditors added to the case.

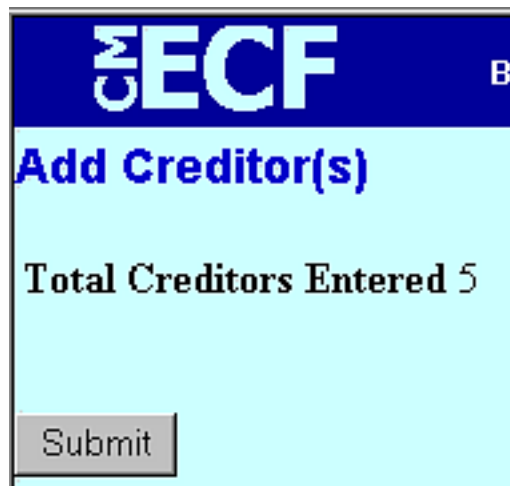


Figure 6-5

Step 8 Click on the **Return to Creditor Maintenance Menu** hyperlink to continue and *repeat steps 4 - 6* for each creditor matrix. If there are no other matrices to add, select **Logout** or select another option from the **Main Menu Bar**.

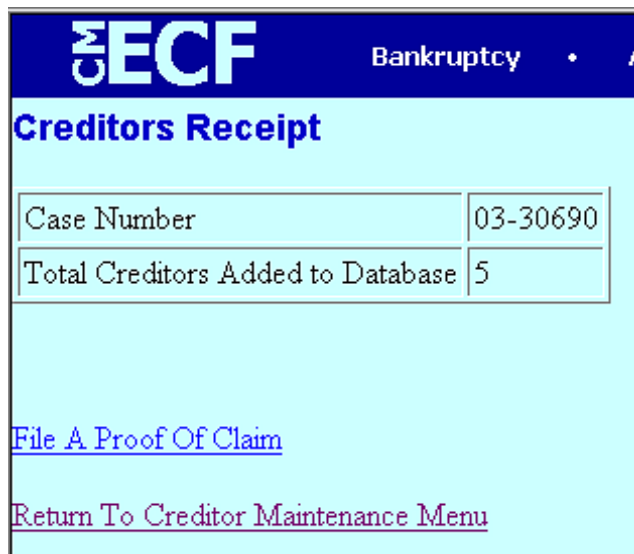


Figure 6-6

Note: The maximum amount of creditors per file is 4,000.

Creditor Matrix

The following explains how to docket a Creditor Matrix.

- Click the **Bankruptcy** hyperlink from the CM/ECF Main Menu.
- Click the **Miscellaneous** hyperlink.
- Enter **Case Number**, click **[Next]**.
- Select **Creditor Matrix**, click **[Next]**.
- Select the **Debtor**, click **[Next]**.
- Click **[Next]**.
- Associate the PDF file of the Creditor Matrix along with a cover sheet, click **[Next]**.
- Click **[Next]**.
- Click **[Next]**.